

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
<p>Running the Revenue Detail Activity Report</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The <i>Revenue Detail Activity Report</i> displays detailed transaction information from the General Ledger, Billing, Accounts Receivable, and Accounts Payable sub-ledgers, where the source is a Revenue Account. This report also displays Deposit information by Payment Method, AP Revenue Refunds, and all Adjustment activity for your Business Unit and PCA.</p> <p>*This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.</p>






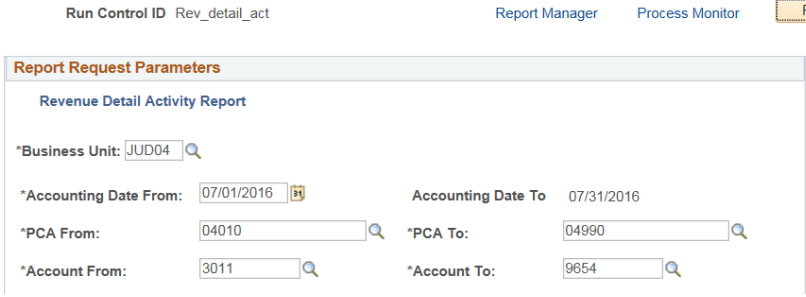
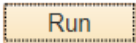
GEARS Navigation

Main Menu > General Ledger > General Reports > Revenue Detail Activity Report	
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1.0 Process

This document is intended to provide a quick reference to running the Revenue Detail Activity Report in GEARS.

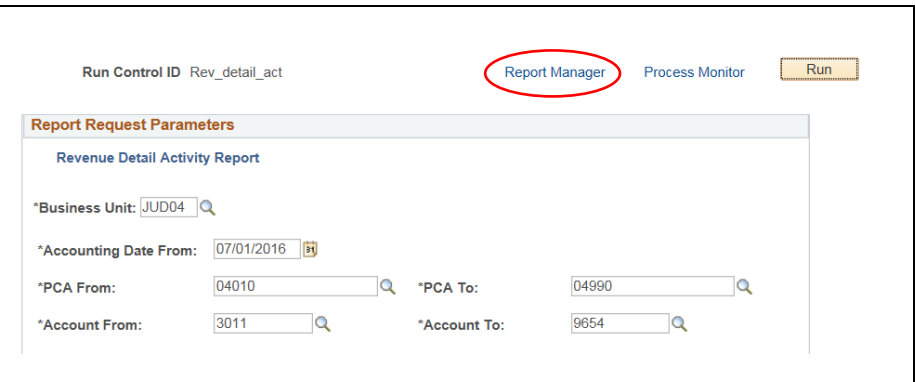
STEP	ACTION	DETAILS
1.	<p>Create the Run Control ID. The first time you run the Revenue Detail Activity Report, you must create a new Run Control ID. Click on the <i>Add a New Value</i> tab.</p> <p>NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.</p>	<p>The screenshot shows the 'Revenue Detail Activity Report' interface. It includes a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. Below is a 'Search Criteria' dropdown menu, a 'Search by:' field with a text input, and a 'Case Sensitive' checkbox. At the bottom, there is a 'Run Control ID' text input field and an 'Add' button.</p>

		<p>To use a Run Control ID that you previously created, click the  tab, and then click the  button. A list of Run Control IDs appear.</p>										
<p>2.</p>	<p>Enter a Run Control ID. In this example, “Rev_detail_act” is used as the Run Control ID.</p>											
<p>3.</p>	<p>Click the  button.</p>											
<p>4.</p>	<p>Specify the Report Parameters. The  page displays. The report parameters determine what information appears in the report.</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Fields with an asterisk (*) must be completed.</i> • <i>Enter as many parameters as possible to limit the run time of the report.</i> 	 <table border="1" data-bbox="662 1146 1544 1577"> <thead> <tr> <th>Field (Required)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>Business Unit will always be JUDxx (your Batch County).</td> </tr> <tr> <td>Accounting Date From / To</td> <td>Enter the Accounting Date From (start date) for the data transactions to be included in your report, e.g., 07/01/2016. Accounting Date To (end date) will automatically default in based on the start date entered above.</td> </tr> <tr> <td>PCA From / To</td> <td>Enter the PCA or range of PCAs you wish to be included in your report.</td> </tr> <tr> <td>Account From / To</td> <td>Enter the account or range of accounts you wish to be included in your report (e.g., 3011 – Transfer Tax, 9654 – DC to CC Judgment, Lien, Appeal).</td> </tr> </tbody> </table>	Field (Required)	Description	Business Unit	Business Unit will always be JUDxx (your Batch County).	Accounting Date From / To	Enter the Accounting Date From (start date) for the data transactions to be included in your report, e.g., 07/01/2016. Accounting Date To (end date) will automatically default in based on the start date entered above.	PCA From / To	Enter the PCA or range of PCAs you wish to be included in your report.	Account From / To	Enter the account or range of accounts you wish to be included in your report (e.g., 3011 – Transfer Tax, 9654 – DC to CC Judgment, Lien, Appeal).
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<p>5.</p>	<p>Run the Report. Click the  button.</p>											

<p>6.</p>	<p>Schedule the Process. The Process Scheduler Request page displays.</p> <p>These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.</p>																									
<p>7.</p>	<p>Click the button.</p>																									
<p>8.</p>	<p>Make Sure The Process Runs. The Report Request Parameters page displays.</p> <p>Make note of your Process Instance Number. In this example, the Process Instance Number is 812717.</p> <p>Click the Process Monitor link.</p>																									
<p>9.</p>	<p>Check the Process Status. The Process List page displays.</p> <p>Click the button and continue clicking the <i>Refresh</i> button until the Run Status = Success and Distribution Status = Posted.</p>	<table border="1" data-bbox="662 1209 1539 1667"> <thead> <tr> <th>Run Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Queued</td> <td>The process is waiting to run.</td> </tr> <tr> <td>Initiated</td> <td>The process has started.</td> </tr> <tr> <td>Processing</td> <td>The process is running.</td> </tr> <tr> <td>No Success</td> <td>The process did not run, call the Help Desk.</td> </tr> <tr> <td>Warning</td> <td>The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.</td> </tr> <tr> <td>Success</td> <td>The process ran successfully.</td> </tr> <tr> <th>Distribution Status</th> <th>Description</th> </tr> <tr> <td>Queued</td> <td>The process is waiting to run.</td> </tr> <tr> <td>NA</td> <td>The process is still running.</td> </tr> <tr> <td>Posted</td> <td>The report has posted.</td> </tr> <tr> <td>Not Posted</td> <td>The report did not post, call the Help Desk.</td> </tr> </tbody> </table>	Run Status	Description	Queued	The process is waiting to run.	Initiated	The process has started.	Processing	The process is running.	No Success	The process did not run, call the Help Desk.	Warning	The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.	Success	The process ran successfully.	Distribution Status	Description	Queued	The process is waiting to run.	NA	The process is still running.	Posted	The report has posted.	Not Posted	The report did not post, call the Help Desk.
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<p>10.</p>	<p>Retrieve the Report. Click the Go back to Revenue Detail Activity Report link to return to the Report Request Parameters page.</p>																									

11. The **Process Detail** page displays.

Click the **Report Manager** link.

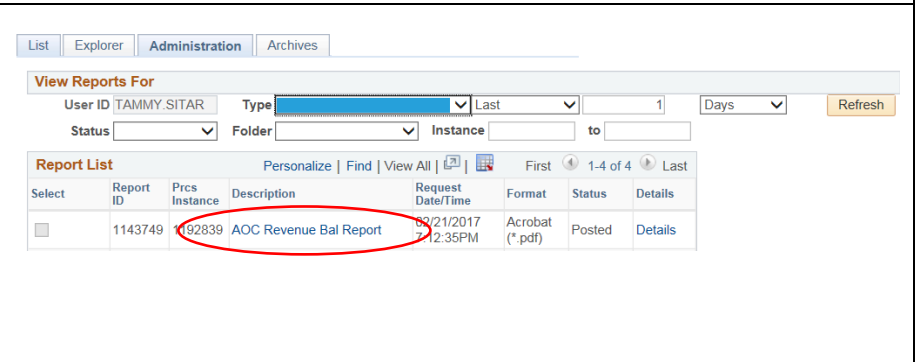


12. Click the **Administration** tab.


13. **View the Report.** The View Reports page displays.

Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.

The report will open as a PDF file in a separate window. See below for sample output.



14.



REVENUE DETAIL ACTIVITY REPORT

BUSINESS_UNIT: JUD04 PAGE NO: 1
 RUN DATE: 21-FEB-2017

PCA FROM: 04010 PCA TO: 04990
 ACCOUNT FROM: 3011 ACCOUNT TO: 9654
 Acct Dt From: 01-JUL-2016 Acct Dt To: 31-JUL-2016

Treas. Code	Billing Invoice No	Typ MOP	Acctg Date	PCA	Acco	Amount	Journal Number	Journal Date	Journal Description	AY Year	Cust/Vend Name	Acct Rec Voucher#
003189		CRD	2016-07-05	04010	5457	-22.00	BCRD125747	2016-07-05		AY2017		
003189		DEP	2016-07-05	04010	5457	-22.00	BI00125743	2016-07-05		AY2017		
003190		CRD	2016-07-06	04010	5457	-11.00	BCRD125748	2016-07-06		AY2017		
003191		CRD	2016-07-07	04010	5457	-11.00	BCRD125749	2016-07-07		AY2017		
003192		CRD	2016-07-08	04010	5457	-11.00	BCRD125962	2016-07-08		AY2017		
003192		DEP	2016-07-08	04010	5457	-22.00	BI00125961	2016-07-08		AY2017		
003193		CRD	2016-07-11	04010	5457	-11.00	BCRD126073	2016-07-11		AY2017		
003193		DEP	2016-07-11	04010	5457	-11.00	BI00126072	2016-07-11		AY2017		
003194		DEP	2016-07-12	04010	5457	-11.00	BI00126181	2016-07-12		AY2017		
003196		CRD	2016-07-14	04010	5457	-11.00	BCRD126436	2016-07-14		AY2017		
003196		DEP	2016-07-14	04010	5457	-11.00	BI00126435	2016-07-14		AY2017		
003197		CRD	2016-07-15	04010	5457	-22.00	BCRD126532	2016-07-15		AY2017		
003197		DEP	2016-07-15	04010	5457	-44.00	BI00126531	2016-07-15		AY2017		
003199		CRD	2016-07-19	04010	5457	-11.00	BCRD126813	2016-07-19		AY2017		
003199		DEP	2016-07-19	04010	5457	-11.00	BI00126812	2016-07-19		AY2017		
003200		CRD	2016-07-20	04010	5457	-11.00	BCRD126910	2016-07-20		AY2017		
003200		DEP	2016-07-20	04010	5457	-11.00	BI00126909	2016-07-20		AY2017		
003201		DEP	2016-07-21	04010	5457	-22.00	BI00127034	2016-07-21		AY2017		
003202		CRD	2016-07-22	04010	5457	-11.00	BCRD127126	2016-07-22		AY2017		
003202		DEP	2016-07-22	04010	5457	-11.00	BI00127125	2016-07-22		AY2017		
003203		CRD	2016-07-25	04010	5457	-22.00	BCRD127241	2016-07-25		AY2017		
003204		DEP	2016-07-26	04010	5457	-22.00	BI00127341	2016-07-26		AY2017		
003205		CRD	2016-07-27	04010	5457	-11.00	BCRD127477	2016-07-27		AY2017		
003205		DEP	2016-07-27	04010	5457	-11.00	BI00127476	2016-07-27		AY2017		
003206		CRD	2016-07-28	04010	5457	-11.00	BCRD127604	2016-07-28		AY2017		
003206		DEP	2016-07-28	04010	5457	-11.00	BI00127603	2016-07-28		AY2017		
			5457	Monthly Activity:		-396.00						
003188		DEP	2016-07-01	04010	5460	-0.17	BI00125742	2016-07-01		AY2017		
003189		DEP	2016-07-05	04010	5460	-0.50	BI00125743	2016-07-05		AY2017		
003191		DEP	2016-07-07	04010	5460	-2.63	BI00125748	2016-07-07		AY2017		
003193		DEP	2016-07-11	04010	5460	-7.31	BI00126072	2016-07-11		AY2017		
003195		DEP	2016-07-13	04010	5460	-1.34	BI00126314	2016-07-13		AY2017		
003196		DEP	2016-07-14	04010	5460	-0.60	BI00126435	2016-07-14		AY2017		
003197		CRD	2016-07-15	04010	5460	-0.45	BCRD126532	2016-07-15		AY2017		
003197		DEP	2016-07-15	04010	5460	-1.09	BI00126531	2016-07-15		AY2017		